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# Example of General Office Clerk Job Description

Our growing company is looking to fill the role of general office clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for general office clerk

* Obtains receipts for articles delivered and keeps a log of items received and delivered
* Ensures that materials are delivered to location designated by instructions and follows all additional written instructions associated with the delivery of the materials
* Obtains signatures and date/time information as required for a proper receipt
* Coordinates and prioritizes all work requests
* Ensures necessary follow-up steps are used to institute an effective quality control procedure for assigned work
* Be the first point of contact, greeting guests and visitors as soon as they arrive at the office
* Guide visitors to the appropriate person or training area
* Arrange travel and accommodations for students attending Reyes Academy and visitors to Reyes Academy
* Supporting daily office operations
* Verify and process vendor invoices-work with vendors to solve discrepancies

## Qualifications for general office clerk

* Navigating basic office equipment and protocols experience preferred
* Microsoft Outlook experience highly preferred
* Adeptness in email
* Exceptional typing ability
* This position requires a high school diploma or its equivalent
* Foundational knowledge in alphanumeric data entry